



JOB DESCRIPTION

Title: **COMMUNITY DEVELOPMENT PLANNER**
Department: Community and Economic Development
Class Code: 3340
FLSA Status: Non-Exempt
Effective Date: July 1, 2008
Grade Number: 22

GENERAL PURPOSE

Under general supervision of the Community and Economic Development Director performs professional planning functions for the orderly development, redevelopment and growth of the city which includes land use and redevelopment planning work.

EXAMPLE OF DUTIES

- *-- Performs professional planning functions under the general guidance of the Community and Economic Development Director and acts as staff planner to the Planning Commission, Board of Adjustment and Redevelopment Agency of Murray in preparing meeting schedules and agendas, maps, photographs and graphic materials; analyzes, processes, and formulates staff recommendations for development applications; prepares staff reports for zoning, variances, appeals, site plans, conditional use applications, annexations, redevelopment projects, etc.
- *-- Participates in public meetings and prepares and makes presentations to the Planning Commission, Board of Adjustment and Redevelopment Agency and other meetings related to development applications, historic preservation, variances, appeals, zoning amendments and ensures that accurate records are kept.
- *-- Coordinates with Public Services and Legal staff in matters related to planning and redevelopment in the City.
- *-- Assists in the General Plan updates as amendments occur; researches plats and records to determine ownership of property. Assists in planning studies, and surveys involving the correlation and assembly of information; participates in preparation of charts, maps and visual aids and compiles information.
- Assists with the Planning Review Meeting for new development represented by various city departments such as engineering, building, power, police, water and sewer, and fire departments, also developers, architects, engineers, and other public officials; coordinates

with the county and other municipal planning agencies to resolve problems.

- *-- Meets with the public, developers, architects, engineers, realtors, and City officials regarding land use development, sign code, variances, general planning and zoning and subdivision ordinance information.
- *-- Reviews zoning approval for building permits, sign permits, and occasionally business licenses for various locations throughout the City for compliance with city zoning regulations; analyzes and approves building permit plans to ensure compliance with existing ordinances.
- *-- Coordinates redevelopment and economic development projects and assists the Community and Economic Development Director with meetings, projects, and work for the Redevelopment Agency of Murray City.
- *-- Coordinates and assists as needed with the Code Enforcement officer regarding zoning violations, business license review, on-site improvements, agreements and letters of credit/bonding; inspect site improvements with regard to zoning requirements for final occupancy permits.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in urban planning, geography, civil engineering, architecture, political science, public administration, economics, or closely related field and two (2) years full time progressively responsible experience in urban planning or any equivalent combination of education and experience.

Special Requirements

- Possession of a valid Utah Driver License.
- Certification from the American Institute of Certified Planners (AICP) is preferred.
- Use of computers and a working knowledge of Geographic Information Systems is highly desired.
- Willingness to attend evening meetings to meet the needs of the Community and Economic Development Department.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, and laws of planning, zoning, subdivisions, theory and application, zoning regulations, considerable knowledge of government structure and operations; working knowledge of techniques of mapping and architectural plans; knowledge of research methodology and statistics, board of adjustment law practice and application; basic understanding of the principals and theory of redevelopment and economic development.
- Skill in public relations and making public presentations.
- Ability to communicate effectively, verbally and in writing; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with employees, City officials, other government agencies and the public; ability to prepare and participate in the compilation, research, analysis and preparation of planning related technical and statistical reports and data.

TOOLS & EQUIPMENT

- Personal computer including word processing, motor vehicle, calculator, phone, copy and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, or construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, walk, talk or hear and occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.